

APPENDIX D: ASSESSMENT METHODOLOGY

This Assessment was conducted between November, 1996 and March 1997 by a study team composed of three independent consultants and three USAID direct hire staff. The team included representatives of, and support from, USAID's Office of Private and Voluntary Cooperation (PVC) where the Advisory Committee Secretariat is based within USAID's Bureau for Humanitarian Response. The study Terms of Reference (Appendix B) were approved by a joint ACVFA/USAID Steering Committee, which also reviewed the Assessment in draft.

The Assessment methodology involved:

1. **Literature and Procurement Data Review.** The study team benefited from an extensive printed record of policy papers, reports, evaluations, procurement data, and records of ACVFA meetings, recommendations and follow-up actions. An annotated bibliography is provided in Appendix C.
2. **Survey of all USAID-registered PVOs.** A two page survey was mailed to all 434 USAID-registered PVOs. The team received 130 responses, representing 30% of those targeted, including some longer narrative remarks. Appendix E presents the PVO survey and a summary of the responses.
3. **Survey of all USAID Missions.** A parallel survey was sent to all 75 USAID field offices; 47 Missions responded, representing 63% of all USAID Missions. Some Missions also provided accompanying narratives. Appendix F presents the USAID survey and a summary of the responses.
4. **In-depth interviews with U.S.-based PVO representatives.** These interviews occurred in PVO headquarters in the United States, with staff from a representative sample of PVOs of varying sizes and sectoral foci. The typical interview lasted about one and one-half hours. Appendix G presents the interview questionnaire, which was also used with PVOs and NGOs in the field.
5. **In-depth interviews with USAID/Washington staff.** A similar questionnaire was administered to 25 USAID representatives from all bureaus in Washington. Appendix H presents the interview questionnaire, which was also used with USAID staff in the field.
6. **Field visits.** The assessment team visited seven countries: the Philippines, Mozambique, Kenya, Peru, Mexico, Kazakstan and Kyrgystan. Nairobi afforded an opportunity to look at both a bilateral Mission and a regional support office. Almaty provided another chance to look at a regional office, in this case one with direct

program management responsibilities for five Central Asian Republics. Manila also has regional responsibilities, providing program and/or administrative support for Vietnam, Laos, Mongolia, Cambodia and Thailand.

The seven countries visited by members of the study team were selected for their geographic representation, their characteristics as large and small Missions with robust PVO and NGO programs, and for representation of USAID reengineering “country experimental laboratories” and NPI “leading edge missions.” During the field visits, five members of the study team conducted interviews with 26 USAID direct hire staff, 1 USAID U.S. personal services contractor, 13 USAID foreign service nationals, 32 PVO representatives, and 17 local NGO leaders.

The box on methodology below presents the overall number of in-depth interviews conducted in the United States and abroad. The purpose of these interviews was to complement the less detailed surveys of PVOs and USAID staff and to obtain more qualitative information, including information from indigenous NGOs.

ACVFA presented the general findings of the draft study at its public, quarterly meeting in Washington on March 12, 1996, and organized breakout groups to encourage discussion. Following revision and a final vetting of the Assessment through the joint ACVFA/USAID Steering Committee and full Advisory Committee, the ACVFA Secretariat finalized the Assessment for publication and wide dissemination.

Methodology

- Review of literature and procurement data
- Survey of all 434 U.S. PVOs (30% response)
- Survey of all 75 Missions (63% response)
- In-depth interviews of:

| | U.S. | Overseas | Total |
|---------------|-----------|-----------|------------|
| PVOs | 22 | 32 | 54 |
| NGOs | 0 | 17 | 17 |
| USAID | 25 | 40 | 65 |
| Totals | 47 | 89 | 136 |